



SATERN Individual Development Plan (IDP) Planning Checklist

This checklist is intended to serve as a guide as you prepare to create your IDP.

- ☐ **Have you thought about your professional goals and how to reach them?** The following questions are designed to help you think through the goals and activities sections of the IDP:
 1. Where would you like to be professionally in two years? In five years? In ten years?
 2. What knowledge, skills, abilities, and/or NASA competencies do you need to develop in each of these timeframes in order to get where you want to go? (These will be your short-, mid-, and long-range goals.)
 3. What training or other development opportunities can help you achieve those goals? (In the IDP, you will add development activities under each goal. These can be training activities, development programs, rotations, etc. Prior to creating your IDP, you can research available training in SATERN or speak with your Center's Training Office.)
- ☐ **Have you met with your supervisor to discuss your goals and receive input?** It may be a good idea to talk to your supervisor before initiating your IDP to discuss your ideas, gain input, or just make sure you're on the same page about your personal development.
- ☐ **If applicable, have you asked your coach / mentor to provide comments on your IDP?** Your coach or mentor can be someone with whom you have a formal relationship, such as in a career development or mentoring program, or a colleague whose opinions you value and whose input you'd like on your IDP. Either way, it is critical to ask his or her permission in advance.
- ☐ **Have you reviewed the *IDP Overview for Learners* training?** The *IDP Overview for Learners* course will teach you all the basics of creating an IDP, getting it approved, and managing your IDP once it is active. Optional instructor-led IDP training will be available at the Centers during the IDP rollout, and the Agency will offer optional self-paced training thereafter. For more information, visit <https://saterninfo.nasa.gov>.